

CHECKLIST FOR BILLS PROCESSING

1. General Rules (Applicable to All Claims)

- 1.1 The Project Investigator (PI) must sign every supporting document submitted with the claim and must invariably mention the Project Code.
- 1.2 Every bill must have the IIT Bhubaneswar GST number: **21AAAAI2760A1ZJ**.
- 1.3 Photocopy all thermal-printed bills (fuel, grocery, etc.) and countersign the copy, as thermal ink fades over time. Original bills are mandatory.
- 1.4 Any claim must fall within the Project start and end date.
- 1.5 Beneficiary details (payment recipient) must always be specified, and bank account information must be furnished whenever such details are absent from the invoice.
- 1.6 Artificial splitting of bills to bypass prescribed financial limits is not permitted as per Rule 157, GFR 2017.
- 1.7 Any claim deviating from these points will be returned unsettled to the concerned PI/CI.

2. Non-PO Bill Processing (General Purchases)

Checklist for direct purchases made without a formal Purchase Order:

Requirement	Details
Documentation	Original bill required. Must include a fully completed Annexure C form (Project Code, Head of Expense, Payee details).
Fund Limits	Expenses must remain within the project's available budget. Undertaking required if transferring under Interim Expense Head.
Reimbursements	Attach proof of transaction (bank statement/receipt) for self-reimbursement. Online bills must be invoiced in the Project Investigator's (PI) name with the official IIT Bhubaneswar address and submitted within two months of the invoice date.
Cash Cap	Cash payments above ₹5,000 are prohibited as per government rules.
Inventory Control	Proper stock entry in appropriate stock register (non-consumable/ consumable), countersigned by PI.
GeM Report	For items above ₹50,000/- generate GeM Availability Report (ARPTS) before purchase. Invoice date must fall within report validity; search string must match invoice item exactly.

3. Bill Processing (Against Purchase Orders)

For procurement through a formal Purchase Order, ensure the following are attached:

- 3.1 **Terms:** All PO terms & conditions must be fully met.
- 3.2 **Tax Invoice & Certificates & Delivery:** Original Tax Invoice, Warranty Certificate, Installation Certificate, Delivery Challan and Payment recommendation in prescribed format. Each duly countersigned by PI.
- 3.3 **Inventory Control:** Proper stock entry in appropriate stock register (non-consumable/ consumable), countersigned by PI.

3.4 Delays & LD: If delivery/installation is delayed, state reason and attribute fault (supplier/Institute). Mention whether LD is recovered or waived. For waiver, provide written justification and supporting documents; waiver decisions are case-specific.

4. Travel Bill Processing (TA Claims)

Ensure all travel claims meet these criteria:

- 4.1 Pre-Approval & Forms:** Attach Tour Approval copy (dates, location, purpose). Use official SRIC TA Claim Form, please mention if travel advance taken.
- 4.2 Authorized Booking & Fare:** Tickets must be booked only through IRCTC, Balmer Lawrie, or Ashok Tours & Travels, as per Govt. order issued time to time. All efforts must be made to ensure tickets are booked at cheapest fare available preferably for non-stop flights.
- 4.3 Receipts & Summaries:** Attach all original bills with summary sheet. Hotel stays require **original tax invoice(s)** plus proof of payment. Local travel requires receipts/payment proofs.
- 4.4 Vehicle Hiring:** Bills must detail vehicle type & Reg. Number, destination, date and Kilometres covered.
- 4.5 Daily Allowance (DA):** Food declaration certificate required to claim DA.
- 4.6 Restrictions:** The journey must strictly fall within the approved dates. Break journeys without approval are inadmissible.
- 4.7 Students/Project Staff:** Claims will be settled strictly as per sponsoring agency's sanction order or prevailing Institute/Academic Rules.

5. Cash Advances

- 5.1 Application:** Advance form must specify project code and budget head.
- 5.2 Purchase Estimates:** Attach list of target items with estimated pricing.
- 5.3 One-Advance Limit:** Only one active advance per project. New advance sanctioned only after settlement of previous one.

6. Labour & Miscellaneous Reimbursements

- 6.1 Format:** Every claim must be initiated on a formal note sheet.
- 6.2 Payment Proof:** Enclose clear proof of payment and receipt.
- 6.3 Identification:** For casual/contract labour, valid government photo ID and current mobile number must be enclosed.
- 6.4** The age of labourers must be above 18 years.

s/d

AR SRIC

PI's Ready Reckoner: The Essential Guide to Bill Submission & Processing

NON-PO BILL PROCESSING

(Direct Purchases)



COMPLETE ANNEXURE C:
Attach fully completed form
(Project Code, Head of
Expense, Payee).



SELF-REIMBURSEMENT RULES:
Online bills in PI's name, IIT BBS
address; submit within two months.



GeM REPORTS (>₹50,000):
Generate GeM Availability Report
(SRPTS) before purchase.



₹5,000 CASH LIMIT:
Cash payments exceeding
₹5,000 strictly prohibited.

TRAVEL (TA) CLAIMS



PRE-APPROVAL IS MANDATORY:
Attach Tour Approval copy & use
official SRIC TA Claim Form.



BOARDING PASSES & RECEIPTS:
Attach original passes, hotel invoices with
payment proof, vehicle details (Reg./Itn).



AUTHORIZED BOOKING AGENCIES:
Tickets MUST be booked via IRCTC, Raimar
Lawrie, or Ashok Tours & Travels only.



DAILY ALLOWANCE (DA):
Fond Declaration Certificate
required to claim Daily Allowance.

SIGN & CODE EVERY DOCUMENT: PI signature
& Project Code mandatory on each supporting doc.



MANDATORY GST NUMBER:
Every bill must include IIT Bhubaneswar
GST: ZIAAAAIZ76GA1ZJ.



PRESERVE THERMAL BILLS:
Photocopy & countersign
thermal-ink bills; attach
original too.



NO ARTIFICIAL SPLITTING:
Splitting bills to bypass limits is strictly
prohibited (GFR 2017 Rule 157).

UNIVERSAL RULES (The "Must-Haves")



TIMELINE & BENEFICIARY:
Claims within project dates;
specify recipient & bank
info if missing.

PURCHASE ORDER (PO) & INVENTORY



REQUIRED CERTIFICATES:
Submit Original Tax Invoice,
Warranty/Installation, &
Delivery Challan.



INVENTORY CONTROL:
Goods entered in Stock Register
(Consumable/Non-consumable)
& countersigned by PI.

Written Justification
Required for
LD Waivers.



DELAY JUSTIFICATION:
Provide written justification
for LD waivers if delivery
delayed; else LD
recovered.

ADVANCES & LABOUR PAYMENTS

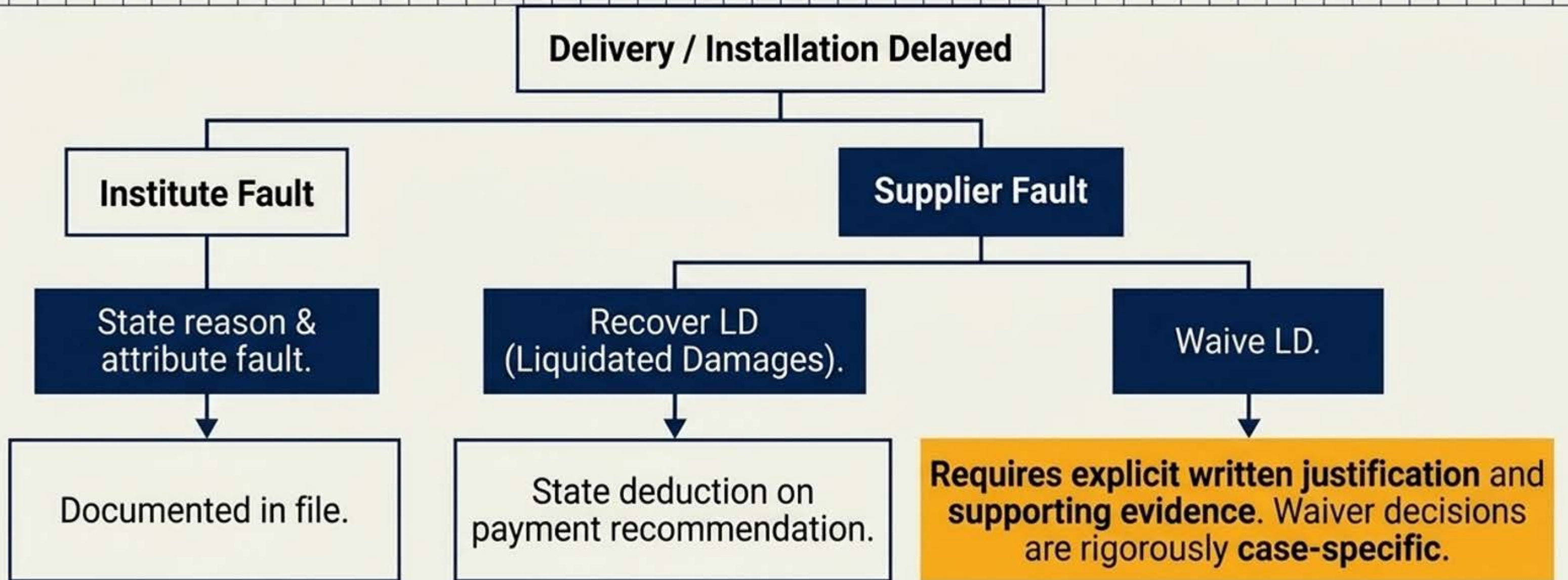


THE "ONE-ADVANCE" RULE:
Only one active advance per
project; previous must be settled
before new one sanctioned.



LABOUR IDENTIFICATION:
Casual labor claims require
valid photo (ID), mobile number,
and age over 18.

Delayed PO deliveries require explicit fault attribution



Ensure the payment recommendation explicitly states whether LD is recovered or waived.